



DEPARTMENT OF THE ARMY  
U. S. ARMY ENGINEER DISTRICT, HONOLULU  
FT. SHAFTER, HAWAII 96858-5440

May 5, 1997

REPLY TO  
ATTENTION OF

Directorate of Contracting

SUBJECT: Service and Supply Contractor Performance Evaluation

Gentlemen:

Effective immediately, supply and service contracts or delivery/task orders in excess of \$100,000, regardless of the date of contract award will require the following types of performance evaluation:

- Final performance evaluation will be conducted for each supply and service contract action.
- Interim performance evaluation will be conducted as follows:
  - a. Interim unsatisfactory performance evaluation will be prepared when the Contracting Officer or Contracting Officer's Representative (COR) determines that a contractor's performance is unsatisfactory in any performance element for a period of one month or longer, or as appropriate.
  - b. Annual performance evaluation will be prepared on an annual basis for contracts and delivery/task order with performance periods exceeding 18 months.

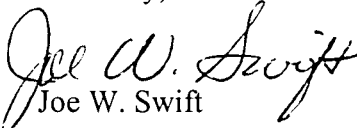
Refer to Attachment 1 for a copy of Engineering Regulation 715-1-19 which provides detailed information on the evaluation procedures. In addition, a copy of the evaluation form is at Attachment 2 for your review. Please note that you will be evaluated in all performance elements listed in Blocks 15 through 19.

Please acknowledge receipt of this letter by filling out and signing the acknowledgment block below and mailing it back to the following address:

U.S. Army Engineer District, Honolulu  
Corps of Engineers, Bldg 230  
ATTN: CEPOD-CT-P  
Ft. Shafter, HI 96858-5440

If you have any specific questions relating to your contract, please contact the Contracting Officer's Representative. In addition, you may call Mr. Alex Lau at (808) 438-8586 for general questions about the performance evaluation procedures.

Sincerely,

  
Joe W. Swift  
Director, Contracting

Attachments

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Acknowledged Receipt:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Firm: \_\_\_\_\_